Terms of Reference (ToR)

Strengthening Technical and Vocational Education and Training Project in South Sudan.

Call for Technical and Financial Proposal to support the Establishment of TVET Management Information System

1.0 Background

UNESCO South Sudan Office is implementing the Strengthening Technical and Vocational Education and Training (TVET) project, a four-years Swedish funded TVET project. The project aims at reducing unemployment and boost livelihood amongst young women and men from poorer families through strengthening gender responsive governance, quality, and relevance of the TVET system in South Sudan, including strengthening environment and climate change awareness and adaptation capacity to reduce vulnerability and incident of internal communal conflict. The project builds on UNESCO, ongoing support to the government of South Sudan since 2006 to strengthen TVET governance and its implementation as a driving means towards peace building, and transformation in the labour market and nation's development, and developing unified TVET policy. It also consolidates the UNESCO work implementing its Strategy for TVET (2022-2029), which sets out three priority areas and treats data gathering, research and analysis as a crossing cutting aspect in order to support the efforts of Member States to enhance the relevance of their TVET systems and to equip all youth and adults with the skills required for employment and decent work, entrepreneurship, and lifelong learning.

One of the key components of this project is to Strengthen the Technical and Vocational Education and Training Management Information System (MIS) in South Sudan.

UNESCO Juba Office is therefore launching a call for proposal open to all eligible Organizations/ firms /companies, International, National, that have extensive experience in supporting Countries/Institutions in establishing robust Data / Management Information Systems in Education sector. The TVET Management Information system will be centrally managed at National Ministry of General Education and Instruction-EMIS Unit and decentralized to other three-line ministries (Ministry of Labor, Ministry of Youth and Sports and Ministry of Higher Education Science and Technology. In addition, the decentralization will be extended to the states

and TVET training Centers, where the TVET is implemented. The ongoing project is being implemented in Central Equatoria/ Eastern Equatoria, Lakes, Greater Jonglei, Warrap/Western Bhar El Ghazel and Western Equatoria States, both at TVET Institutions/centers and through mobile TVET approach. The Selected Organization /firm/company will also support the decentralization of the TVET-MIS to the project target areas in collaboration with UNESCO, line Ministries and Implementing partners.

2.0 Context and rational for the Technical and Vocational, Education and Training Management Information System.

Findings from the case study commissioned by UNESCO Juba office assessing the Education and Labour Market Information Management systems for South Sudan brough to light the current challenges and practices of TVET Management Information System, among others;

Data Collection is predominantly paper based, which lends itself to errors, increases processing times, and makes data sharing burdensome. Other important indicators related to the TVET learners, condition of facilities, the qualifications of TVET Instructors/teachers, the perspectives of local businesses are not collected systematically.

 The tools, technology and data management systems used by different Partners, Line Ministries are diverse and there seems to be little or no clear line of convergency. The data is not collected in a coordinated manner creating high likelihood of duplication of data and resources.
 There is always mistrust or lack of confidence in the data collected and provided by the different stakeholders. Clear data sharing modalities are not known.

The Ministry of General Education and Instruction (MOGEI), Ministry of Labor, other TVET line ministries, and private TVET service providers have already undertaken different efforts in managing TVET related data in different forms.
For example, in the Ministry of General Education and Instruction, TVET data is collected through various systems.

- Assessments e.g the Labor Market surveys,
- Annual Education Census
- TVET Centre Assessments
- TVET Curriculum Assessments
- TVET Instructors profiling and assessment

The TVET Data in its current state exists as siloed systems and sources, the integration of these disparate data sources and systems into a single more manageable, harmonized and accessible data system is seen by UNESCO as an important step to address the weak TVET data capacity.

3.0. Objective of the establishment of the TVET Management Information System.

As guided in the Draft National TVET Policy, through this project UNESCO intends to change the TVET Data landscape in the Country, by ensuring that, TVET data is available, reliable accessible and is of quality and used by education and labour market stakeholders.

4.0. Project Activities

a) Harmonization of the data collection tools and Indicators.

Review the existing tools and indicators.

Harmonize tools and indicators

customize and digitalize the tools into a web-based /cloud data management system.

b) Identification of TVET-MIS Infrastructure, Software Platform, Design and Configuration of the Systems

Design the MIS infrastructure at national level and sub-national levels (7 States and Administrative Areas) and create linkages with the Implementing partners.

Provide technical guidance on the most suitable context-based ICT infrastructure needed to support the establishment of the either web-based or cloud based TVET data management system.

Provide a detailed description of the ICT equipment required at the national and Sub-national level.

Support the installation of the relevant sections, /parts/applications of the procured system.

Pre-testing of the system

Rollout of the system at the national and sub-nation state level

c) Development of systems User guide and Training Modules, and Data management standard operating procedures developed.

Support the development of Systems User guides.

Support the development of training Modules for Master Trainers and for trainees.

d) Conduct Capacity Development

The Capacity development need to approach in a sustainable manner. National Level Capacity development focused on Master Trainers. It is expected that, the Master Trainers will cascade the training to the states 20 Participants at National level, and 15 participants from each of the 8 states.

e) Support the production of one TVET annual report utilizing the data uploaded in the system after ten (10) months of system set up and training.

5.0. Expected Results/Deliverables.

The below deliverables will be further elaborated at contract award stage.

- Project implementation plan
- TVET Harmonised tools and Indicators
- TVET-MIS is in place in South Sudan
- Systems User guide and Training Materials developed.
- Needed Capacity Building Trainings facilitated Training Reports submitted.
- Monthly and Quarterly Implementation reports submitted.
- Financial reports of the activities implemented submitted.
- Systems Quarterly review meetings conducted, and reports submitted.
- Final Monitoring and Supervision reports submitted.
- One annual National TVET statistical booklet produced.
- Standard Operating Procedures for data Management developed.

6.0. Technical Proposals Requirements:

- Complete the Proposal form (Annex 2) to be accompanied by the followings:
  i) Experience in Establishing data management systems -EMIS in other countries and sectors, preferably in Education Sector.
  ii) List of technical staff, qualifications, and experiences relevant to data system strengthening
- Proposal to include context and background analysis of the Country Education data landscape including TVET and youth livelihoods, Health, and Education
- Proposed implementation strategy for institutional based TVET -MIS Mobile TVET Component.
- Detailed explanation of how each of the activity will be implemented, strategies to be used to accomplish the activity and expected result.
- A detailed list and cost of ICT equipment required for a whole system across all the governance structures.
- **Mandatory requirement-** External audit report conducted by a qualified audit firm over the past 3 years

Mandatory Requirements: registration documents,

7.0. Financial Proposal Requirements.

- Potential Institutions/Organizations/firms/companies must use its own Budget template (attached as Annex), expressing the cost of the proposed project in US Dollars.
- Financial proposal should cover a minimum of 12 months period.
- The budget should be prepared in sufficient detail to justify resource requirements, demonstrate cost-effectiveness and, as far as practicable, provide a breakdown of the resource requirements corresponding to the periods for which cash transfers will be made to the implementer.
- The proposed budget will be the basis of the funding agreement if a grant is awarded.
- UNESCO reserves the right to negotiate the budget with preselected Organization/firm/company prior to the signature of the Implementation Agreement, to ensure value for money.
- Items that are not included in the approved budget will not be covered.
- Budgets should be prepared for each activity detailed in section 4.0 above and further broken down by budget line.
- Include any important budget item which is deemed technically necessary for the Implementation.
- Any cost which does not have the necessary breakdown will not be accepted.
- The Budget submitted on the financial proposal should cover entire activity scope, areas of interventions.

8.0. Evaluation and Selection Process

Proposals for funding requests to implement this component (TVET-MIS) Strengthening of Technical and Vocational Education and Training (TVET) in South Sudan project will be evaluated against criteria on how the proposal:

Phase 1 of the Evaluation.
- Ensures that the project's impact/long-term benefits can be achieved and promotes the sustainability of the project.
- Provide sound context and background analysis, and realistic workplan.
- Addresses the needs TVET data needs of the government, Private sector, and faith-based organizations and other implementing partners.
- Contributes to achieving concrete, measurable, realistic, and sustainable results.
- Financial accountability and availability of the audited financial reports in the past three years
- The skills and competences of key people involved in the implementation of the proposed activities relevant to these required activities within the project implementation sites/area as well as the involvement of stakeholders in the design and implementation of the project.
- The capacity of the organization to implement the work plan and manage the budget, ensuring that the overhead costs do not exceed 30% of the total budget.

- Evidence of delivery of similar intervention in the last 2 years in the target area

Phase 2 of the Evaluation.

All Potential, pre-selected Organizations/companies/firms will be invited to share success stories and evidence of results of the similar work done in other countries.

A session for a demonstration of the proposed systems to stakeholders will be scheduled by UNESCO either in person or virtual.

9.0. Application Submission.

All applications must be submitted by the deadline 5th January 2024 (12:00PM, Juba Time)
Applications submitted after this date will **NOT** be considered for evaluation.
All candidate partners must submit the following including supporting documents:

    I.   Technical proposal signature

    II.   Financial Proposal including the logo of the partner and the signature of the authorized representative at the bottom (signature required)

    III.   Official Certificate of Legal Status

    IV.   Financial Statements (including the balance sheet, the income and expenses account and the annexes) of the last two financial years.

    V.   CVs of relevant technical team and their roles.

Please forward the filled (and signed, where required) forms and supporting documents to the email below. All documents must be shared in a readable format (Word or PDF for the forms, PDF or JPG for the supporting documents). No other method of submission will be accepted.

Submit your technical and financial proposal to implement stated activities. **via.** Proposals.Juba-ED@unesco.org